

# **Raleigh Fire Department Historical Society Meeting Minutes**

**Date:** October 3, 2011

**Time:** 7:00 p.m.

**Location:** Fire Station 23

**Attending:** Wall, Walters, Legeros, Chamblee, Barefoot

**Meeting Opening:** Legeros opened meeting.

## **Minutes Approval:**

- 1) September 12 minutes approved.

## **Budget Report:**

- 1) No donations received since last meeting.
- 2) Checking account has \$ 397.95.
  - a. These monies are available for RFDHS use.
- 3) Savings account has \$ 996.84.
  - a. These monies are from challenge coin sales, are being saved for future purposes.

## **Old Business:**

- 1) Fire Prevention Week – Museum Openings
  - a. Two museum openings planned for October were cancelled, due to construction work at the training center.
  - b. Group discussed best practices, to ensure future planned events do not conflict with activities at training Center.
  - c. Group adopted this process:
    - i. Notify Chief of Training next day, after plans are proposed.
    - ii. If conflicts, change plans.
    - iii. If no conflicts, proceed with execution.
- 2) Fire Prevention Week – Crabtree Valley Mall
  - a. We have been offered a small section of space, at the Fire Prevention Display.
  - b. Three or four feet of table space, in the back.
  - c. Legeros is planning to produce a sign.
    - i. Visit the Raleigh Fire Museum
    - ii. Open Second Saturday...
    - iii. Pictures of interior
    - iv. Directions/map
    - v. RFDHS web site

- vi. Etc.
  - d. Sign designed to be reused, and will not have specific dates listed.
  - e. Group approved spending \$20 to \$40 to produce sign.
  - f. Legeros will contact same vendor that Henshaw used, for Expo signs.
  - g. Action item: Legeros to create sign.**
- 3) Upcoming Events
- a. Regular museum opening on November 12.
    - i. Walters, Barefoot, Chamblee available, on duty that day.
    - ii. Henshaw may be available. Legeros likely also attending.
  - b. City Museum history talk on November 12.
    - i. Conducted by Legeros at 3:00 p.m.
    - ii. History of Raleigh FD.
    - iii. One of a number of programs that day at the City Museum.
    - iv. Audience will include children.
- 4) Membership Drive - Collateral
- a. Membership cards
    - i. They are ready, 500 count.
  - b. Membership certificates are printed on demand.
    - i. Printed by Legeros at FedEx, using special paper ordered from Amazon.
    - ii. Action item: Legeros will order more paper as memberships are sold, and needed quantities established.**
  - c. Letter of welcome
    - i. To be created
  - d. T-shirts
    - i. Henshaw has submitted design, it is ready to be printed.
    - ii. Requirements from vendor:
      - 1. Confirm front pocket scroll art – Confirmed.
      - 2. Confirm back shirt steamer art – Confirmed.
      - 3. Choose shirt color – Grey.
      - 4. Specify shirt quality.
        - a. Includes shirt pocket.
        - b. Gilden as brand?
        - c. Preshrunk.
        - d. Reasonable quality desired.
    - iii. Final proof or example requested.
      - 1. Digital proof to confirm design.
      - 2. Physical proof, if possible.
    - iv. Action item: Henshaw to communicate same to vendor.**
- 5) Membership Drive – Presentation
- a. One person will speak in person at fire stations.
  - b. Talking points have been drafted.
  - c. Legeros will send draft to everyone, for review.
  - d. PowerPoint slides to be created, to accompany.
  - e. Action item: Legeros will create.**
- 6) Membership Drive – Logistics

- a. Group discussed scenarios for conducting station meetings.
  - b. Eight meetings to be schedule.
  - c. Each Battalions split in half.
  - d. Walters, Barefoot, Chamblee, Legeros as presenters.
  - e. **Action item: Walters to create schedule.**
  - f. Walters has received command approval for idea, and will work with Division Chiefs on scheduling and other needs.
  - g. **Action item: Legeros will draft high-level action plan, to include:**
    - i. Advance e-mail.
    - ii. Notify troops of what's coming, the cost.
    - iii. Ensure means of playing PowerPoint slides at each station.
      - 1. Need laptop computer, probably.
      - 2. Day room monitor should work fine.
- 7) Membership Drive – Payroll Deductions
- a. Update received, with idea of allowing personnel to have membership dues automatically deducted.
  - b. Payroll deductions require City Council approval.
  - c. Thus these are fairly rare.
  - d. Also the reason RPFPA deductions took a while to implement.
  - e. **Action item: Legeros will contact RPFPA President, and get more information.**
- 8) Tar Heel Traveller
- a. Legeros has found e-mail form for submitting ideas to WRAL for Tar Heel Traveller coverage.
  - b. Group discussed selling points, for submitting idea:
    - i. The department's anniversary in 2012.
    - ii. The 1870 bell, and its history, and how it came to the department.
  - c. **Action item: Legeros will submit suggestion.**
- 9) 2012 Updates
- a. Anniversary planning
    - i. Committee is creating Incident Action Plan for review by Fire Chief, with goal date of this month.
    - ii. Committee members attended firefighter competition in Warrenton last month, gained ideas.
    - iii. Committee is creating sticker/emblem for apparatus, and will feature a web site address.
      - 1. Legeros assisting with web site address, and working with Jeff Harkey to create a very short domain name.
  - b. Coin sales
    - i. Walters has taken possession of remaining current stock of coins from Chief McLaurin. Quantity 20.
      - 1. He will be taking them around to fire stations, to sell.
    - ii. Barefoot is working on eBay selling for RFDHS, and using eBay as an additional channel to sell coins.
    - iii. **Action item: Barefoot will continue.**

## New Business

- 1) Relief Fund Mailing to Retirees
  - a. Group discussed the annual Relief Fund letter to retirees, which happens between October and November.
  - b. What would we like to include, if anything?
  - c. Group decided to create a letter, noting:
    - i. Retiree Day Date in 2012
    - ii. Muster Date, June 9
    - iii. Ball Date, November 17
    - iv. Web site for more information.
  - d. **Action item: Walters will ask Chief McLaurin about selecting a Retiree Day date.**
    - i. Second Saturday in May 2012 desired.
    - ii. Would allow for regular museum opening.
    - iii. No conflicts with prior weekend's NCFFF events.
  - e. **Action item: Legeros will check with Dale Wall, to confirm the mailing date, and what's needed to include a letter.**
- 2) Facebook Page
  - a. Newly created.
  - b. Group discussed what should be posted to the page's Wall.
    - i. Museum openings, each month.
    - ii. Museum opening schedule.
    - iii. Meeting dates/times, each month.
    - iv. Meeting schedule.
    - v. Centennial events.
      1. We may create a second Facebook page for the Centennial.
      2. If we do, each page will link to each other.
  - c. **Action item: Legeros will manage page at outset.**
- 3) Museum Tours For Groups
  - a. What's the procedure if an RFDHS member wants to conduct a tour for a group?
  - b. Group adopted this process:
    - i. Contact Chief of Training, to check for conflicts.
    - ii. Notify Fire Educator, so he's aware.
    - iii. Obtain a key to the trailer.
      1. Borrow from RFDHS staff member.
      2. Check out from training center.
    - iv. Obtain any specific instructions as needed.
- 4) Call For Photos – 2007-2011
  - a. Idea by Legeros, to ask the troops to send yearbook-worthy photos, in preparation for the next yearbook (if/when it happens), as well as general

archiving and other special projects. The last time this was done was in 2006, for the 2007 yearbook.

- b. Group approved project idea.
- c. **Action item: Legeros will commence and lead the project.**

5) Hose Reel Wheels

- a. The wheels of the hand-drawn hose cart are being taken to Pennsylvania, to be repaired or restored.
- b. Tim Duke is leading the project, and having them picked up on October 4.
- c. **Action item: Barefoot will get wheels from Station 23 storage and place in apparatus bay.**

6) Surplus Furniture

- a. We have been advised of the availability of some surplus furniture, including a couple file cabinets and cubicle wall panels.
- b. Group discussed usage, such as photo storage using file cabinets, and wall panels for special museum displays.
- c. Group approved receiving these for future use, and for storing upstairs at Station 23.
- d. **Action item: Walters will facilitate receiving items.**

**Next Meeting:**

Monday, November 7 at Station 28, at 7:00 p.m.